

Important! All documents should be created or scanned prior to accessing the eFiling site.

Note! Small Claims fillable forms are available on the eFile site.

1. Click **New Case**.



Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File new case			
Existing Case	File subsequent document to existing case			
My Filings	Check the status of my filings			
My Cases	List of my ECF cases			
Notifications	(16)	Review your Notifications		

2. Click the **Case Type**.

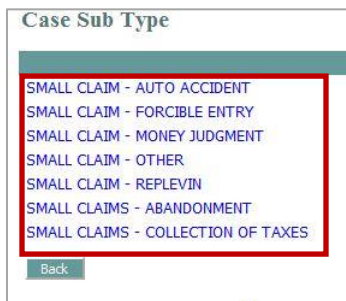


Case Type

- Adoption
- Change of Name
- Civil
- Criminal
- Family Law
- Juvenile Clerk
- Mental Health and Substance Abuse
- Probate
- Search Warrant
- Small Claims

3. Select the **Case Sub Type**.

Note! Small Claims is displayed, but the Sub Type will vary dependent upon which category is selected.



Case Sub Type

- SMALL CLAIM - AUTO ACCIDENT
- SMALL CLAIM - FORCIBLE ENTRY
- SMALL CLAIM - MONEY JUDGMENT
- SMALL CLAIM - OTHER
- SMALL CLAIM - REPLEVIN
- SMALL CLAIMS - ABANDONMENT
- SMALL CLAIMS - COLLECTION OF TAXES

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4. **Complete the required fields.** The * denotes the required fields.

Filer Reference No – number used for tracking within the filer’s organization

***County** – Select the appropriate county

***Case Title** – enter in a title, the clerk’s office will review and edit accordingly

Prayer Amount – for Small Claims only, will not display for other case types

***Add My Parties** – by default the eFiler is entered as a Plaintiff. Click on the Participant Name and complete as many fields of data that are available.

***Add Other Parties** – enter in as much data that is available on the other party.

Case Initiation: SMALL CLAIM - MONEY JUDGMENT



Filer Reference No (Enter your office reference number - if applicable)

County *

Case Title *

Prayer Amount Small Claims must be no more than 5000

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
 	TEST FILER16	Plaintiff	

Note! When adding party data, this information replaced the Confidential Information Form.

Note! The **Add A Party data page** defaults to **Person**. When entering in a company's data, select the Business radio button.

Note! The **Party Type** defaults to Plaintiff and Defendant. For those case types that use additional roles, select the drop-down menu to select other party roles.

Add a Party: CIVIL LAW - PERSONAL INJURY - OTHER NEGLIGENCE/INTENT

Party Type: Plaintiff

Business ☐ Person ☒

ICIS ID:

First Name: *

Middle Name:

Last Name: *
(or Business Name)

SSN: (e.g.: 123-45-6789)

EIN: (e.g.: 12-3456789)

DOB:

Driver's License:

Work Phone:

Cell Phone:

Home Phone:

Email:

Fax #:

Physical or Last Known Address:
☐ Work ☒ Home
 Confidential Address: ☐

Add an Attorney for this Party

Last Name:*

Attorney PIN:*

Additional Alias or Business Name

Business ☐ Person ☒

First Name:

Middle Name:

Last Name: *
(or Business Name)

Note! For those individuals (for example, victims) who have a confidential address, select the **Confidential Address** box.

Physical or Last Known Address:
☐ Work ☒ Home
 Confidential Address: ☐

Address Line 1:

Address Line 2:

Address Line 3:

- Once all party data is complete, click **Next**.

Case Initiation: SMALL CLAIM - MONEY JUDGMENT



Filer Reference No (Enter your office reference number - if applicable)

County *

Case Title *

Prayer Amount Small Claims must be no more than 5000

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
 	TEST FILER16	Plaintiff	

- Complete the required fields. The * denotes the required fields.

Document Category – if desired, narrow down the list of document categories

***Document Type** – select the type of document to add to the case. Begin typing in this field to narrow down the options.

Additional Text – enter in additional text, if needed

- If applicable, **Check the Filed Under Order to Seal** and the **Date of order to seal**.
- Click **Browse**.
- Locate the document and follow the system commands to select the document (not illustrated).
- Click **Add**.

Case Sub Type : SMALL CLAIM - MONEY JUDGMENT

Document Category

Document Type *



Additional Text

☐ Filed under order to seal Date of order to seal

Acceptable File Format Type(s) (*.pdf)

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml		0.01 MB	
SMALL CLAIMS ORIGINAL NOTICE	Sample_PDF.pdf		0.08 MB	
Total Size:			0.08 MB	

- Click **Next**.

12. **Review the filing** information.

13. Complete the **Payment Information**.

Review and Approve Filing

Case Sub Type : SMALL CLAIM - MONEY JUDGMENT

☐ Emergency

Generated Case Data: [Change Case Data](#)
[View Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
SMALL CLAIMS ORIGINAL NOTICE	Sample_PDF.pdf

New Properties: [Add Real Estate](#)

Special Filing Instructions for the Clerk:

Payment Method:

Payment in behalf of:

☐ Pay by Credit Card
 Estimated Fees: \$85.00

☐ No fees for this filing There are no fees associated with this filing - i.e. Probate Estate Petition

☐ Multiple Adoptions Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)

☐ Order granting exemption An order was issued granting exemption from the filing fee.

☐ Pay at Counter Non Credit Card Payments

☐ Small Claims FED/MJ Small Claims Forcible Entry and Detainer and Money Judgment filed together - IA Code Section 648.19(3)

☐ Government Agency Waiver To be used only by authorized Government Agencies - IA Code Section 252A.10

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

14. Click **Submit the Filing**.

Note! If you initiated a civil case, your original notice to be served can be found in the ‘My Filings’ section upon approval from the clerk. If you filed an FED, your court date is found on the last page of the Original Notice. For more information, see the ‘My Filings Reference Guide’.

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.